This Master Order shall be effective as of September 01, 2017 and pertains to all goods and/or services covered by Texas A&M University AggieBuy Contract # C8873919.

This document is NOT considered as an order to ship from. Individual orders and/or requests for services as a result of this Master Order shall be requested on an as needed basis.

1. Vendor shall provide goods and/or services as designated on Attachment A, specifications, terms and conditions as stated in bid # 232335, and any addenda thereto, are all made a part hereof and collectively evidence and constitute Texas A&M University AggieBuy Contract # C8873919.

2. Delivery Information:

   Texas A&M University  
   Attn: Eric Hartnett  
   Evans Library; Medical Sciences Library; and Jack K  
   Williams Library  
   College Station, TX 77843  
   979-845-0797

3. Payment shall be made within thirty (30) days after acceptance of goods and/or services and receipt of invoice, whichever is later. Vendor shall submit one copy of an itemized invoice referencing the AggieBuy Contract number and any departmental issued purchase order number. Owner will incur no penalty for late payment if payment is made in 30 or fewer days from receipt of goods or services and an uncontested invoice.

4. Term: The term of this Master Order shall be from September 01, 2017 through August 31, 2022.

5. Changes: Any changes to the Master Order must be made in writing by the Texas A&M Purchasing Agent as listed below.

6. Tax Exemption: The State of Texas is exempt from all Federal Excise Taxes. Texas A&M University is exempt from state and municipal sales taxes under Texas Tax Code, Chapters 151 and 321, et. seq., for all purchases made for the exclusive use of Texas A&M.

7. The laws of the State of Texas shall govern this Master Order.

Marla E. Young  
979-845-2139  
meyoung@tamu.edu

By: Marla E. Young  
Purchasing Agent for  
Texas A&M University
This is not an order. It is an informational copy only. Orders will be placed individually on an as needed basis.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item &amp; Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Extension</th>
<th>Delivery (Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>PAR Requirements for Self-Performing Vendors</strong></td>
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<td></td>
<td>The HUB Subcontracting Plan (HSP) submitted with the bid response shall become a provision of the purchase order. The vendor cannot change a subcontracting plan prior to its incorporation into the purchase order. TAC 20.14 (5). Per the Texas Administrative Code Chapter 20.14, Texas A&amp;M requires the following:</td>
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<td>Vendors self-performing must submit a HUB Subcontracting Plan (HSP) Prime contractor Progress Assessment Report (PAR) to Texas A&amp;M University on a monthly basis. The vendor will maintain business records documenting its compliance with the approved HSP and will submit a PAR to the Texas A&amp;M Department of Procurement Services no later than the 5th calendar day of the month until the purchase order has been paid in full. TAC 20.14 (d). All PAR’s shall be sent via email to the following address: <a href="mailto:hubprogram@tamu.edu">hubprogram@tamu.edu</a></td>
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<td>Payment requests submitted without a PAR will not be processed.</td>
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<td>Changes may not be made to the HSP without prior review and approval from the Texas A&amp;M Department of Procurement Services. The vendor shall submit to the TAMU point of contact provided below a revised HSP if determined subcontracting will be necessary.</td>
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<td></td>
<td>If the selected vendor subcontracts any of the work without complying with TAC 20.14 and without prior approval from the Texas A&amp;M Department of Procurement Services, the vendor will be deemed to have breached the purchase order and be subject to any remedial actions provided by Texas Government Code, Chapter 2161, state law and TAC 20.14 (6). Texas A&amp;M will report nonperformance relative to its purchase</td>
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<tr>
<td>Item #</td>
<td>Item &amp; Description</td>
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<td>order to Texas Procurement and Support Services in accordance with TAC 20.105, Subchapter F relating to the Vendor Performance and Debarment Program.</td>
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</table>
|        | Texas A&M Point of Contact:  
Buyer: Marla Young  
Phone: 979-845-2139  
Email: meyoung@tamu.edu |     |      |            |           |                |
|        | A copy of the PAR can also be found at the following link:  
http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/ |     |      |            |           |                |
|        | Blanket Order to provide current Foreign and Domestic Periodical Subscriptions to the Evans Library, Medical Sciences Library and the Jack K. Williams Library as listed below for Texas A&M University, College Station, TX and Galveston, TX for the period of **September 1, 2017** through **August 31, 2022** per the following terms, conditions and specifications. |     |      |            |           |                |
|        | It is estimated that the total expenditures for periodicals will be approximately $9.35 million annually, including total expenditures of $6.3 million dollars for Texas A&M University Libraries, total expenditures of $2.5 million dollars for Texas A&M Medical Sciences Library and total estimated expenditures of $555,000 dollars for Jack K. Williams Library at Galveston, TX. However, this amount is not guaranteed and may be more or less than estimated. |     |      |            |           |                |
|        | Periodical subscriptions shall be furnished at latest National Standard Publisher's price plus a service charge percentage. Percentage to be inclusive of all titles. |     |      |            |           |                |
|        | Period covered by the resulting agreement will be from September 1, 2017 through August 31, 2022. Subscription period shall be from January 1, 2018 through December 31, 2022 for all subscriptions except when not possible because of publisher restrictions. |     |      |            |           |                |
|        | Original Bid: 232335  
Original PO: C8873919 |     |      |            |           |                |
**Cancellation:**

Texas A&M University reserves the right to cancellation, without penalty, due to non-performance.

Upon award, any order is subject to cancellation, without penalty, either in whole or in part if funds are not appropriated by the Texas Legislature or otherwise not made available to the using agency.

Texas A&M reserves the right to cancellation by providing a thirty (30) day written notice.

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<th>Unit</th>
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<th>Extension</th>
<th>Delivery (Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TAMU Libraries Evans Library and Jack K. Williams Library</td>
<td>1</td>
<td>LOT</td>
<td>0.25% fixed service charge</td>
<td>n/a</td>
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<tr>
<td>2</td>
<td>Big Deal Packages (Except Elsevier Science Direct)</td>
<td>1</td>
<td>LOT</td>
<td>0.00% fixed service charge</td>
<td>n/a</td>
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</tr>
<tr>
<td>3</td>
<td>Elsevier Science Direct Package</td>
<td>1</td>
<td>LOT</td>
<td>0.10% fixed service charge</td>
<td>n/a</td>
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<tr>
<td>4</td>
<td>TAMU Medical Sciences Library (MSL)</td>
<td>1</td>
<td>LOT</td>
<td>0.00% fixed service charge</td>
<td>n/a</td>
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<tr>
<td>5</td>
<td>Big Deal Packages (Except Elsevier Science Direct)</td>
<td>1</td>
<td>LOT</td>
<td>0.00% fixed service charge</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Elsevier Science Direct Package</td>
<td>1</td>
<td>LOT</td>
<td>0.10% fixed service charge</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:**
- TAMU Libraries, Evans Library & Jack K. Williams Library, must include all titles to qualify for the 0.25% service charge to manage their lists, including Big Deal Packages
| Item # | Item & Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Qty | Unit | Unit Price | Extension | Delivery (Days) |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------|------------|-----------|----------------|-----------------|
|        | - TAMU Medical Sciences Library (MSL) must include all titles to qualify for 0.00% service charge to manage their list  
- These are two separate offers and not dependent on each other  
- Harrassowitz will *not* assess line charges for no-discount or low discount publishers for either offering  
- If there is a change of 10% or more in the title mix and/or the value of the Library's subscription list from one year to the next, or should a substantial change occur to average level agency discount from publishers, Harrassowitz reserves the right to renegotiate the service charge |     |      |            |           |                |                 |
|        | **Transfer Assistance:**  
- To offset the service charges listed above, Harrassowitz will provide a credit in May of 2018 and May 2019 against the total subscription list (for prior year) to cover the cost of the transfer of subscriptions to Harrassowitz  
- Transfer credit first year issued in May 2018: 0.50%  
- Transfer credit second year issued in May 2019: 0.25%  
- TAMU Libraries Evans Library & Jack K. Williams Library – First year estimated credit: $17,137.00. Second year estimated credit: N/A  
- TAMU Medical Sciences Library (MSL) – First year estimated credit: $12,500.00. Second year estimated credit: $6,250.00 |     |      |            |           |                |                 |
|        | **Prepayment Credit Plan:**  
- Harrassowitz offers a Prepayment Credit Plan (PCP). By prepaying by July 1st, the Libraries would receive a 2% credit of the amount deposited, providing further savings to the Libraries. The Prepayment Credit Plan terms are announced each year. See attached for details.                                                                 |     |      |            |           |                |                 |

**TOTAL** |                                                                 |     |      |            |           |                | 0.00            |
July 10, 2017

Ms. Marla E. Young, Buyer
Procurement Services/Texas A&M University
PO Box 30013/1477 TAMU
College Station, TX 77842-3013

Dear Ms. Young:

HARRASSOWITZ is pleased to submit its financial proposal for the Texas A&M University Libraries Request for Proposal (232335) for Libraries Periodical Subscriptions.

Based on the title lists provided and the services required as outlined in this RFP, HARRASSOWITZ is pleased to make the following financial offers:

**SERVICE CHARGE**

Offer 1:
- TAMU Libraries Evans Library and Jack K. Williams Library: 0.25% fixed service charge
- Big Deal Packages (Except Elsevier Science Direct): 0.00% fixed service charge
- Elsevier Science Direct Package: 0.10% fixed service charge

Offer 2:
- TAMU Medical Sciences Library (MSL): 0.00% fixed service charge
- Big Deal Packages (Except Elsevier Science Direct): 0.00% fixed service charge
- Elsevier Science Direct Package: 0.10% fixed service charge

Please note the following:
1) TAMU Libraries Evans Library and Jack K. Williams Library must include all titles to qualify for 0.25% service charge to manage their lists, including Big Deal packages.
2) TAMU Medical Sciences Library (MSL) must include all titles to qualify for 0.00% service charge to manage their list.
3) These are two separate offers and not dependent on each other.
4) HARRASSOWITZ will *not* assess line charges for no-discount or low discount publishers for either offering.
5) If there is a change of 10% or more in the title mix and/or the value of the Library’s subscription list from one year to the next, or should a substantial change occur to average level agency discount from publishers, HARRASSOWITZ reserves the right to renegotiate the service charge.
TRANSFER ASSISTANCE

To offset the service charges listed above, HARRASSOWITZ will provide a credit in May of 2019 and May 2020 against the total subscription list (for prior year) to cover the costs of the transfer of subscriptions to HARRASSOWITZ.

Transfer Credit first year issued in May 2019: 0.50% revised to May 2018 on 20170810
Transfer Credit second year issued in May 2020: 0.25% revised to May 2019 on 20170810

<table>
<thead>
<tr>
<th>Library</th>
<th>First Year Estimated Credit</th>
<th>Second Year Estimated Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAMU Libraries Evans Library and Jack K. Williams Library</td>
<td>$17,137</td>
<td>N/A</td>
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<td>$12,500</td>
<td>$6,250</td>
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PREPAYMENT CREDIT PLAN

HARRASSOWITZ offers a Prepayment Credit Plan (PCP) which is considered to be the best in the serials industry. By prepaying by July 1st, the Libraries would receive a 2% credit of the amount deposited, providing further savings to the Libraries. The Prepayment Credit Plan terms are announced each year, and a copy of the 2018 PCP is included below.

HARRASSOWITZ E-STATS FOR LIBRARIES

HARRASSOWITZ E-Stats service harvests your library’s COUNTER usage statistics from publisher and aggregator platforms and consolidates them into a single COUNTER-style report and, most significantly, adds acquisitions data, including cost, for each subscription managed by HARRASSOWITZ. For the 2018 subscription year, HARRASSOWITZ offers 1 (one) free annual E-Stats report for 31 – 40 platforms, valued at $3,850.

Please contact HARRASSOWITZ if you require any additional information or clarification.
Prepayment Credit Plan (PCP) - Subscription Year 2018

HARRASSWITZ accepts early payment for all or a portion of the projected cost of subscriptions and/or standing orders for the forthcoming subscription year. Libraries depositing a prepayment with HARRASSWITZ receive a credit based on the amount and date of the prepayment. The minimum total deposit amount to earn credit is USD 30,000. This can be distributed over several invoices.

The following percentages will be credited to prepayment accounts for subscription year 2018 to be used against all orders, except those for Elsevier *ScienceDirect*:

<table>
<thead>
<tr>
<th>Date payment received by HARRASSWITZ</th>
<th>Prepayments of USD 30,000 - USD 100,000</th>
<th>Prepayments of more than USD 100,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to June 1, 2017</td>
<td>1.00%</td>
<td>2.00%</td>
</tr>
<tr>
<td>June 1 - June 30, 2017</td>
<td>0.75%</td>
<td>1.50%</td>
</tr>
<tr>
<td>July 1 - July 31, 2017</td>
<td>0.50%</td>
<td>1.00%</td>
</tr>
<tr>
<td>August 1 - August 31, 2017</td>
<td>0.25%</td>
<td>0.50%</td>
</tr>
<tr>
<td>September 1 - September 30, 2017</td>
<td>--</td>
<td>0.25%</td>
</tr>
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In the case of Elsevier *ScienceDirect*, any prepayments used for subscriptions and received before October 1, 2017 will receive an extension of credit of 0.55%.

Any balance remaining at the end of May 2018 will be transferred to the following year’s prepayment account or, where customers prefer, refunded to the library. Transferred balances of over USD 1,000 benefit from the highest percentage of credit.

Libraries may request a full or partial refund of any remaining balance in their prepayment accounts by contacting service@harrassowitz.de. Refund requests made prior to March 31st will result in a pro-rated credit based on the amount to be refunded.

To ensure on-going transparency and efficiency, statements of account can be provided on request or according to a predefined schedule. Prepayment account balances can also be viewed in Fokus.

Please contact service@harrassowitz.de or your Regional Sales Manager to participate in the HARRASSWITZ Prepayment Credit Plan.

Please note that the Prepayment Credit Plan is revised each year.
January 2017

Prepayment Credit Plan (PCP) - Subscription Year 2018

HARRASSOWITZ accepts early payment for all or a portion of the projected cost of subscriptions and/or standing orders for the forthcoming subscription year. Libraries depositing a prepayment with HARRASSOWITZ receive a credit based on the amount and date of the prepayment. The minimum total deposit amount to earn credit is USD 30,000. This can be distributed over several invoices.

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<td>0.50%</td>
<td>1.00%</td>
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<td>August 1 - August 31, 2017</td>
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Libraries may request a full or partial refund of any remaining balance in their prepayment accounts by contacting service@harrassowitz.de. Refund requests made prior to March 31st will result in a pro-rated credit based on the amount to be refunded.

To ensure on-going transparency and efficiency, statements of account can be provided on request or according to a predefined schedule. Prepayment account balances can also be viewed in OttoSerials.

Please contact service@harrassowitz.de or your Regional Sales Manager to participate in the HARRASSOWITZ Prepayment Credit Plan.

Please note that the Prepayment Credit Plan is revised each year.
HARRASSOWITZ Payment Options for US libraries

HARRASSOWITZ's standard payment terms are 30 days from the invoice date, and our preferred and recommended method of payment is Electronic Fund Transfer. Wire transfer and check payments are also accepted.

General Information:
Address for Notice of Payment: Customer Service, service@harrassowitz.de
Director of Accounting: Ruth Becker-Scheicher, rbecker@harrassowitz.de

Direct Deposit / ACH (Automated Clearing House) / EFT (Electronic Fund Transfer):
Beneficiary bank name: Deutsche Bank Trust Company Americas
60 Wall Street, 28th Floor
New York, NY 10005-2858
USA
ABA bank routing number: ABA 021001033
Beneficiary account name: OTTO HARRASSOWITZ GmbH & Co. KG
Beneficiary account number: 04879999
Type of account: Checking

In order to facilitate prompt processing of your payments please send a corresponding remittance advice to service@harrassowitz.de.

Please let us know in case you require a voided check in order to set up this payment method.

Wire Transfer:
Beneficiary bank name: Deutsche Bank AG Wiesbaden
Beneficiary account number: 0206904
BLZ (bank routing number): 510 700 21
IBAN (int. bank account number): DE03 5107 0021 0020 6904 00
BIC (bank identifier code): DEUTDEFF510

Check Payments:
Please make check payable to HARRASSOWITZ and remit to:
Otto Harrassowitz GmbH & Co. KG
65174 Wiesbaden
Germany

March 2016

Otto Harrassowitz GmbH & Co. KG, Booksellers & Subscription Agents, 65174 Wiesbaden Germany
# HUB Subcontracting Plan (HSP) Progress Assessment Report

**This form must be completed and submitted to the contracting agency each month to document compliance with your HSP.**

- **Contract/Requisition Number:** ____________
- **Date of Award:** ____________
- **Object Code:** ____________

- **Contracting Agency/University Name:** ____________
- **Contractor (Company) Name:** ____________
- **State of Texas VID #:** ____________
- **Point of Contact:** ____________
- **Phone #:** ____________
- **Reporting (Month) Period:** ____________
- **Total Amount Paid this Reporting Period to Contractor:** $ ____________

---

**Report HUB and Non-HUB subcontractor information**

When verifying subcontractors' HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized (HUB) Directory Search located at: [http://mycpa.cpa.state.tx.us/bppscmb/search/index.jsp](http://mycpa.cpa.state.tx.us/bppscmb/search/index.jsp). HUB status code "A" signifies that the company is a Texas certified HUB.

<table>
<thead>
<tr>
<th>Subcontractor's Name</th>
<th>Texas certified HUB (Yes or No)</th>
<th>Texas VID or federal EIN (Do not enter Social Security Numbers. If you do not know their VID/EIN, leave their VID/EIN field blank)</th>
<th>Total Contract $ Amount from HSP with Subcontractor</th>
<th>Total $ Amount Paid this Reporting Period to Subcontractor</th>
<th>Total Contract $ Amount Paid to Date to Subcontractor</th>
<th>Object Code (Agency Use Only)</th>
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**TOTALS:** $ ____________

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**Signature:** __________________________
**Title:** __________________________
**Date:** __________________________
STATEMENT OF INTENT

Fiscal Year  2018  Campus Code  02

Date: September 8, 2018  Purchase Order/Contract # C8873919

Buyer: Marla Young  Are Subcontractors Used? NO

Prime Vendor: Otto Harrassowitz GmbH & Co. KG

Contact Name: Justin Clarke or Kasia Stasik

Email: jclarke@harrassowitz.de  kstasik@harrassowitz.de

Address: Kreuzberger Ring 7B-D, 65205 Wiesbaden, Germany

Phone: 800-348-6886  Fax: 800-574-5732

Bid/Proposal # 232335  or  Prior Order #

Is this a New PO/Contract Yes  or  Renewal of

Object Code: 8511  Expiration Date: 08/31/2022

Description of Materials/Services to be performed under the Purchase Order/Contract:

Master contract to provide current Foreign and Domestic Periodical Subscriptions to the Evans Library; Medical Sciences Library; and the Jack K. Williams Library. College Station and Galveston, TX

Rev. 12/18/13